

**POLICE LIEUTENANT**  
(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory/management positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Police Lieutenants may assist in the administrative function which provides for the efficiency of departmental operations. Employees of this class oversee the preparation and maintenance of records completed by subordinates, insure the care and maintenance of equipment and vehicles assigned to subordinates, provide training of department personnel, and perform public relations duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, with work reviewed by a Police Captain or Police Major. This class ranks immediately below that of Police Captain.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in management and supervision of a specialized division, unit, section or platoon, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, communications, training, administrative support, or other specialized divisions. Organizes assigned services, assigns duty and deployment areas, schedules and approves hours worked and compensation due subordinates, and approves leave. Conducts inspection of assigned services, evaluates the effectiveness of assigned services and takes appropriate action to correct or improve problem areas. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Reviews incoming communications and routes work to the appropriate person or location.

Conducts research to be used in making management decisions and for the planning of programs and activities for the assigned division or unit. Maintains and analyzes reported crime data to efficiently and effectively direct crime-fighting strategies and tactics. Reports current or anticipated crime or traffic problems, and makes recommendations for appropriate course of action. Reviews recommendations of subordinate supervisory

personnel within command.

Supervises subordinate police department employees, reviews work to be done, outlines responsibilities and duties for subordinates, including setting goals and task priorities, and issues verbal and written orders and directives. Holds meetings to receive reports and disseminate information. Conducts inspections of personnel and assigned equipment. Evaluates and documents work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules, regulations, policies and procedures, and recommends disciplinary action to the appointing authority.

Provides on-the-job training and assists subordinates in technical areas of work. Serves as an instructor for formal instruction provided by the department, prepares lesson plans and training materials, and administers and scores tests. Provides for outside instruction to meet any training needs not available in the departmental training program. Assists in maintaining a library of training materials. Makes recommendations for improvements in the training program.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as an official department representative at any assigned meetings in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service.

Insures that records and reports of assigned division are accurately maintained by supervising their preparation, reviewing the completed records, and periodically inspecting systems and facilities for keeping records. Prepares forms, records, reports, and memoranda as required to document the activity of the assigned division. Prepares correspondence related to departmental operations, and in response to inquiries. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Uses the department's computer information system to enter/update/retrieve data relating criminal activity for use in solving crimes.

Participates in the general care, maintenance, purchase,

repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Prepares and evaluates specifications on new police department equipment for public bids. Reviews products to be purchased by meeting with sales representatives. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

By admission to examination must be a regular and permanent employee for at least two (2) years in the class of Police Sergeant.

Must have earned no fewer than fifteen (15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA). Six (6) hours of course work must have been directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses, at a minimum, an associate's degree in any discipline with at least a 2.0 GPA.